# Verification checklist

Use this before a link, image, or claim becomes the unofficial workplace record.

**01**

### PAUSE + NAME THE CLAIM

Write one precise, checkable sentence. Separate fact, opinion, interpretation, and persuasion.

**02**

### AUDIT THE SOURCE

Check the author or organization, evidence and citations, date and context, corroboration, and emotional cues.

**03**

### READ LATERALLY

Leave the page. Investigate the outlet, find independent coverage, and trace the claim to its origin.

**04**

### CHECK THE MEDIA

Reverse-search images, inspect crops and captions, and compare earlier appearances. An AI detector is not proof.

**05**

### ASSIGN CONFIDENCE

Choose High, Medium, Low, or Unverified. Share only wording that matches the evidence you actually have.

### CONFIDENCE LANGUAGE

| HIGH | MEDIUM | LOW | UNVERIFIED |
|---|---|---|---|
| Confirmed by independent evidence. | Supported, with named gaps. | Weak or conflicting evidence. | No reliable confirmation yet. |

## Final check before you share

- [ ] My wording clearly separates verified facts from uncertainty.
- [ ] I link to the strongest available evidence—not just the first post.
- [ ] I would be comfortable if this message became the unofficial workplace record.